

GLO-3 REMITTANCE REPORT – BUSINESS RULES

**DRAFT – FOR REVIEW ONLY
NOT TO BE IMPLEMENTED UNTIL
PRODUCTION YEAR/MONTH – JANUARY 2011**

Electronic Reporting Cell Address	Field Name	Description/Requirement
A1	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Texas General Land Office Royalty Payment Document (GLO-3E rev. 02/01/2011).
A2	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Disclaimer: This system is made available by the General Land Office, an agency of the state of Texas. Neither the state
A3	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: of Texas nor any agency thereof, nor any of their employees, makes any warranty, express or implied, directly or indirectly.
A4	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus,
A5	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: product or process related to the use of this system.
A6	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: The entire risk arising out of the use or performance of this system remains with the lessee. Neither the state of Texas,
A7	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: nor any agency thereof shall be liable for any damages of any kind whatsoever arising out of this system.
Row 8	Applies to Electronic Reporting Only	Required blank row.

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Electronic Reporting Cell Address	Field Name	Description/Requirement
A9	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Royalty Payer Customer ID:
B9	Royalty Payer Customer ID Electronic and Paper	Required field. Enter the Royalty Payer Customer ID assigned by the GLO. Must match GLO database. Format: C000000000.
A10	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Royalty Payer Name:
B10	Royalty Payer Name	Required field. Enter royalty payer name. Must match exact format as GLO database.
A11	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Blanket Authorization # (BAN):
B11	Blanket Authorization Number	Required field. Enter the 4-digit blanket authorization number (BAN) assigned to the reporting company by the GLO. This BAN must match the BAN assigned for the Royalty Payer/Reporting Company Customer ID in GLO database.
A12	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: ACH Amount:
B12	ACH Amount (Electronic) Total Check	Required field. Electronic: Enter the payment amount transferred to the Comptroller's Office. The amount cannot exceed \$9,999,999.99. The ACH amount must equal to the total amount of the voluntary payment lines. The ACH amount must equal the corresponding ACH amount paid to the Comptroller's Office for this GLO-3E. Paper: Enter the amount of royalty payment check.

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Electronic Reporting Cell Address	Field Name	Description/Requirement
	Amount (Paper)	
N/A	Check Number (Paper Only)	Enter the number of the royalty payment check.
A13	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Telephone #:
B13	Telephone # (Electronic and Paper)	Required field. Enter the telephone number of the royalty payer's contact. Enter numbers only. Do not include parenthesis () around the area code or the dash (-) between the exchange the number. Formatting occurs when the cell is exited.
A14	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Prepared By:
B14	Prepared By	Required field. Enter the name of the royalty payer's contact. Electronic: Cannot exceed 100 characters. Paper: Cannot exceed 35 characters.
A15	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Date Prepared:
B15	Date Prepared	Enter date prepared, MM/DD/YYYY format.
A16	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: E-Mail Address:
B16	E-Mail Address	Required field. Enter the E-Mail address of the royalty payer's contact. Electronic: Cannot exceed 100 characters. Paper: Cannot exceed 35 characters.
Row 17	Applies to Electronic	Required blank row.

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	Reporting Only	
A18	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Voluntary Payment Section:
A19	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Payment Type
B19	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Royalty Payment Amount
C19	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: State Lease #
D19	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Production Month-Year
E19	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: GLO-1/2 Reporting Company Customer ID
F19	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Property Alias Name
G19	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: RRC Oil Lease # RRC Gas Well ID RRC Drilling Permit #
A20	Payment Type (Electronic Only)	Required field in each Voluntary Payment Line. Click in the cell. Click on the down arrow. Choose a payment type from the list by clicking on the appropriate payment type. When entering a credit, choose the appropriate credit payment type from the supplied list.

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Electronic Reporting Cell Address	Field Name	Description/Requirement
		Valid Entries: 1301-Gas Roy., 1302-Oil Roy., Gas Roy. (Credit), Oil Roy. (Credit)
B20	Royalty Payment Amount (Electronic and Paper)	<p>Required field in each Voluntary Payment Line</p> <p>Enter the royalty payment amount for this state lease number for the applicable RRC gas well ID/RRC Oil Lease #. Include 2 digits to the right of the decimal.</p> <p>The payment amount/amount of royalty must be a valid dollar amount. A valid dollar amount can contain numbers, a dollar sign (\$), commas (,) and a decimal point (.). The payment amount cannot exceed \$9,999,999.99. Precede a credit amount with the negative sign (-).</p>
C20	State Lease #	<p>Required field.</p> <p>Enter the 6-digit state lease number for reported production, which must match the GLO database. Enter preceding zeros if necessary. Unit number and lease number must be verified with GLO database if unit number is reported.</p> <p>Do not include the alpha prefix, i.e., M or MF.</p>
N/A	Production: Oil (Paper Only)	Check this box if the royalty payment for this state lease number for the applicable RRC gas well ID/RRC Oil Lease # is for crude oil or condensate production.
N/A	Production: Gas (Paper Only)	Check this box if the royalty payment for this state lease number for the applicable RRC gas well ID/RRC Oil Lease # is for gas production.
D20	Production Year-Month	<p>Required field in each voluntary payment line.</p> <p><u>The format is YYYYMM</u> for both electronic and paper reports.</p>
E20	GLO-1/2 Reporting Company Customer ID Electronic and Paper	<p>Optional Field.</p> <p>Enter the GLO-1/2 Reporting Company Customer ID assigned by the GLO. Must match GLO database. Format: C000000000.</p>

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F20	Property Alias Name	Field not required. For reference only. The user's description of the field or tract being reported.
F20	RRC Oil District and Lease # RRC Gas District and Well ID RRC Drilling Permit #	Enter district and RRC Oil Lease number assigned by the RRC. Format 03-12345. Must be blank if RRC Gas District and well ID or RRC Permit Number is not blank. Must be verified against GLO database. Enter the Gas Well ID assigned by the RRC. Format 03-123456. Must be blank if RRC Oil District and Lease # or RRC Permit number is not blank. Must be verified against GLO database. Enter the permit number if the well has not been assigned an ID number by the RRC. Format 03-123456. Must be blank if RRC Oil District and Lease # or RRC Gas District and Well ID is not blank.
A24	Applies to Electronic Reporting Only	Required field. Protected area. Do not modify this cell. Cell must read as follows: Voluntary Payment Total:
N/A	Total Check Amount (Paper)	Required field. Enter the total of the royalties reported. This number must equal the amount reported as the <i>Total Check Amount</i> . If a single report has multiple pages, the grand total of royalties reported will equal the <i>Total Check Amount</i> . Include two digits to the right of the decimal.
B24	Voluntary Payment Total (Electronic)	Required field. Protected field. Do not modify this cell. Cell B24 contains a formula that totals the Payment Amount Column. Must be equal to or greater than zero. The voluntary payment total cannot exceed \$9,999,999.99.